



BOARD OF SELECTMEN
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

TODD R. JOHNSON, CHAIRMAN
BRUCE PANILAITIS, Ph.D., VICE CHAIRMAN
MARK S. KRATMAN, CLERK
DAVID H. GAY
JAMES D. WENTWORTH

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MEETING MINUTES
SEPTEMBER 29, 2015

Chairperson Todd Johnson called the meeting to order at 7:00 p.m. Present for the Board of Selectmen meeting were Bruce Panilaitis, David Gay, James Wentworth and Mark Kratman. Also present was Town Manager, Richard Montuori and Senior Town Counsel, Charles Zaroulis.

Class II License Hearing

Mr. Gay was not present for this discussion as he is an abutter to the property. Mr. Sokline Khin and Ms. Sopheary Op, residents of 17 Court Road, Westford MA, were present as applicants for this Class II License hearing. Mr. Khin's business plan is to open up a dealership and auto repair shop. Mr. Kin has run a shop before in a small location in Lowell. He also owns a 30 car lot dealership in Malden, currently with a sale pending. His business did very well and has good ratings. Mr. Khin currently owns an auto repair shop in Dracut, but finds the commute a burden. His intention is to have a good location for both businesses in one spot where he can be onsite to run the business. Mr. Khin has sole ownership of the business and official documentation of this information will be forthcoming to the town. If the Town should approve the license, it should be pending the receipt of this information. Mr. Kenneth J. Mackey submitted documentation to the Selectmen's office that he is the previous occupant at this location and is surrendering the Class II license. Tewksbury staff department heads have no concerns in approving this license.

Mr. Wentworth asked why Mr. Khin chose Tewksbury. Mr. Khin responded that a family member owns another business in Tewksbury (a liquor store) for 25 years, and it has been very successful. Mr. Khin feels he can bring more business to Tewksbury with the unique offerings of cars he will provide at his business.

Mr. Kratman confirmed where the Malden business was located and stated he did drive by there. Mr. Kratman complimented the aesthetics of the business.

The property of 2195 Main Street is owned by another party. The owner had another business interest at the same location. The Selectmen have been notified that this activity has ceased and has nothing to do with this application.

The chair opened the hearing up to the public. There were no residents present who came forward to speak on this matter.

MOTION: Mr. Panilaitis made the motion to approve the Class II License for Tewksbury Motor Group LLC d/b/a Tewksbury Auto Mall, pending receipt of all appropriate documentation and permits; seconded by Mr. Wentworth and the motion carried 4-0 with Mr. Gay not present for this vote.

Residents

There were no residents present who wished to come forward to speak.

October 6, 2015—Special Town Warrant

Mr. Montuori summarized the following:

The following is a summary of the proposed Special Town Meeting Actions and balances in funds being proposed for utilization during Town Meeting and how those actions relate to the Board of Selectmen's Overall Financial Management Policy.

Board of Selectmen Overall Financial Management Policy after Free Cash Certification:

- At least \$600,000 will be set aside for potential snow and ice deficit (Funds set aside)
- At least \$350,000 will be set aside to be transferred into the Other Post-Employment Benefits Trust Fund (Request presented in Article 9)
- At least 25% of the remaining certified free cash will be used to fund the capital budget and one-time capital expenditures; 25% of remaining FY16 Free Cash is \$518,664 of which \$437,500 is proposed to be expended at STM on capital budget and one-time capital expenditures. This goal was not met when Certified Free Cash was allocated for FY16 since there was an emphasis on transferring as much Free Cash into the Stabilization fund to replenish what was spent at Annual Town Meeting in May 2015.
- At least 25% of the remaining certified Free Cash will be placed into the Stabilization Fund; 25% of remaining FY16 Free Cash is \$518,664. The amount of \$1,637,157 is proposed to be transferred from Free Cash into the Stabilization Fund in Article 10.

Definition - Raise and Appropriate: A phrase used to identify a funding source for expenditure or expenditures, which refers to money generated by the tax levy or other local receipt. (For Special Town Meeting additional funds were available to raise and appropriate since State Aid was higher than projected; local receipts were increased based upon previous year's collections. In addition new growth, which is tax revenue generated by development and new construction in the community was also higher than projected.)

Definition - Free Cash: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Department of Revenue's Director of Accounts.

Definition - Retained Earnings: An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).

Definition - Other Post-Employment Benefits (OPEB): Employees of state and local governments may be compensated in a variety of forms in exchange for their services. In addition to a salary, many employees earn benefits over their years of service that will not be received until after their employment with the government ends. The most common type of these post-employment benefits is a pension. Post-employment benefits other than pensions generally take the form of health insurance and

dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

Definition - Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40§5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them, in any year, an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund.

Mr. Montuori noted he will produce a handout to explain the stated policies so that residents who attend Town Meeting will understand the process.

He also noted that at the end of FY15 the budget ended strong with a little over one-million dollars in free cash from a combination of budgets turned back and revenues coming in higher than projected.

Mr. Johnson and Mr. Wentworth were both present for the Finance Committee's review of the articles and will try and explain to board members information as needed.

Article 1

This article raises and appropriates funds to FY2016 Budgets. The additional funds are available since State and Local revenue will be higher than projected.

Article 1

School:	\$681,706
Town:	\$456,165

Article 1 School Breakdown

Salaries, Part-Time Aide	\$18,607
Operating, Legal Services	\$30,000
Operating, Maintenance Contracted Services	\$37,532
Operating, Summer Services	\$35,000
Capital Outlay, Text Books for Math K-6	\$200,000
Health Ins. costs for Employees previously in a Grant and Cafeteria Fund	<u>\$360,567</u>
Total School Raise and Appropriate	\$681,706

Article 1 Town Breakdown

COA Operating: \$31,000
For repairs to the electronic wall in the large meeting room, new windows in the older section of the building, repairs to the walk-in refrigerator, purchase of a new snow blower and miscellaneous building repairs.

Police Capital Outlay: \$28,735
\$21,823 will be used to fund a firearms training system and software which the Department has used for the past four years inside the Middlesex Sheriff's Mobile Training Center, but the available times and dates are very limited and it is becoming harder to acquire annually. This new system would be installed in the basement of the Police Department in a locked room that would give the Department

the opportunity to provide much more training to Officers. This type of scenario based training incorporates de-escalation techniques, less lethal encounters, as well as deadly force encounters while our Officers are using the same weapons system they are issued at the Department. Also included in the increase is \$6,912 for the Department to purchase their fourth police vehicle for FY16 since the cost of cruisers was higher than previously projected.

Fire Salaries: \$118,117
The budget appropriation is needed to fund the full year salaries of three employees who planned to retire early in the Fiscal Year but decided to stay. Also, the funding adjusts the budget to reflect employee costs that should have been in the original budget.

Fire Operating: \$31,000
\$24,000 will fund the purchase of a new Fire Channel 2 repeater/receiver at Ames Hill to replace the current obsolete piece of equipment. Also \$7,000 is needed to repair the South Station to stop water/ice dam problems.

Computer Services Capital Outlay: \$10,000
Funds will be used for the purchase of new computers to replace those that are on Windows XP.

Town Hall Annex Capital Outlay: \$10,000
Funds are needed for carpet replacement in the Annex. At a previous Town Meeting \$10,000 was approved for new carpeting. After securing bids another \$10,000 is needed.

Community Development Operating: \$75,000
The appropriation will be used to update the Zoning By-Law and an update to the Town Open Space and Recreation Plan.

DPW Administration Salaries: \$10,313
Funding will allow a part-time clerical position in the DPW Administration to go from part-time to full-time and to fund a portion of vacation buy-back for a retired employee.

DPW Administration Capital Outlay: \$10,000
Funds will be used to renovate space vacated by Community Development when they move to the Town Hall. The renovations will include, but are not limited to new office walls and painting.

DPW Fleet Maintenance Capital Outlay: \$132,000
Funds will be used to purchase two vehicles and associated attachments for the DPW. One vehicle is a new road service pick-up truck for Fleet Maintenance to replace a 2002 Dodge Pickup with an estimated cost of \$65,000. The other vehicle is a new S740 T4 Bobcat Skid Steer Loader with attachments for the Highway Division to replace a 1994 Bobcat. The estimated cost of the new vehicle with attachments is \$67,000. Proposed attachments include: a broom, loader forks and road planner/grinder for patching roads.

The Finance Committee had questions on the vehicles for DPW and Mr. Montuori will send this information to them. The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Gay made the motion to recommend for adoption Article 1 as presented; seconded by Mr. Wentworth, and the motion carried 5 to 0.

Article 2

The appropriation will fund a new labor agreement with the International Association of Firefighters AFL-CIO, Tewksbury Firefighters Local 1647 and implement the labor agreement and distribute funds in Fiscal Year 2016. The contract is for three (3) years, the salary increase is 2.5% for each year of the contract which is consistent with other Town employees. Total cost of the salary increase and other benefit changes is estimated to be \$332,325 over the three year period.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 2 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 3

According to Massachusetts General Laws, bills that are late must be approved by Town Meeting before payment. This article authorizes the following charges to be paid.

Merrimack Education Collaborative \$28,590.17; Ingram Library Services \$921.23; National Grid \$112.65; National Grid \$258.06; and New England Office Supply \$332.43 for a Total \$ 30,214.54

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Gay made the motion to recommend for adoption Article 3 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 4

This article allows the Town to utilize funds from both Water and Sewer Retained Earnings that were considered available as of July 1, 2015, to purchase a Utility Truck w/crane and box for use by the Water and Sewer Divisions for pump station maintenance. The cost of the vehicle is \$130,000.

Transfer Retained Earnings Sewer Enterprise Fund and Water Enterprise Fund

Sewer Enterprise Fund Retained Earnings Balance July 1, 2015	\$6,170,282
Article 4:	<u>(\$65,000)</u>
Remaining Balance:	\$6,105,282
Water Enterprise Fund Retained Earnings Balance July 1, 2015	\$3,419,615
Article 4	<u>(\$65,000)</u>
Remaining Balance:	\$3,354,615

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 4 as presented; seconded by Mr. Panilaitis, and the motion carried 5 to 0.

Mr. Montuori gave a brief overview of the Free Cash Summary.

Free Cash Balance Summary:

FY15 Certified Free Cash:	\$3,024,657
Set aside \$600,000 for Snow and Ice:	<u>(\$600,000)</u>
Total Free Cash Available:	\$2,424,657
Article 5	(\$220,000)
Article 6	(\$207,500)
Article 8	(\$10,000)
Article 9	(\$350,000)
Article 10	<u>(1,637,157)</u>
Total Remaining Free Cash:	\$0.00

Article 5

This article will use \$220,000 of Free Cash. Funds will be used for the demolition of the former police station including hazardous material removal and all related site work. In addition to these funds, a previous warrant article appropriated \$50,000 for this work, but based upon projected costs for hazardous material it was not sufficient and further funding was needed. The project has been advertised and bids will be opened on October 15, 2015. These funds will also purchase a new 2016 John Deere 410L Backhoe Loader with attachments and accessories for the DPW Highway Division to replace a 1998 backhoe.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Panilaitis made the motion to recommend for adoption Article 5 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 6

This article will use \$207,500 of Free Cash. Funds will be used to purchase a new F350 Ford truck with plow and sander which will cost \$49,000: The School Department currently has three Ford F350 trucks in their fleet. One was purchased in 2012 and the other two in 2013. The vehicle from 2012 has approximately 80,000 miles/engine hours on it. The School Department has four employees that can operate plows, but there are only three vehicles. With the addition of the sander to the new truck the School Department can supplement DPW sanding of parking lots as needed to keep them open and safe.

Funds will also be used to replace hot water heaters for Ryan and Wynn Schools: Both water heaters are past their useful life. Currently the water heater at the Wynn has a slight leak and State certification is being withheld until repairs are made. The cost of replacing the boilers is \$70,000.

Pipe work and repairs at the Dewing is needed in areas that have rotted out and are in need of being replaced to prevent any leaks which would cause freeze ups in the winter and pitting of the tubes inside the boilers. The cost of this work is funded with the article and is \$70,000.

Funding from this article will purchase a water tank for the back of a School Department truck which will be used to supplement the watering of the islands and trees at the Tewksbury Memorial High School. The cost of the tank is \$3,500.

Also within this article is \$20,000 to fund a new Wynn Middle School Presentation System in the Classrooms: This will allow the School Department to purchase 85 units to upgrade the 10 year old computer systems that operate the Smartboards in each classroom.

Finally \$50,000 will be used to fund a feasibility and condition study for the Center School which houses the School Administration. The building is in need of upgrades and repairs. The architectural firm HKT will be used to undertake the study. The services include analysis of the building envelope, finishes and building systems, and compliance with all code including life safety and accessibility. The report will summarize findings, provide recommendations and cost estimates for all needed work.

The Finance Committee recommended adoption of this article with a vote of 4 to 1.

MOTION: Mr. Gay made the motion to recommend for adoption Article 6 as presented; seconded by Mr. Panilaitis, and the motion carried 5 to 0.

Article 7

At the Special Town Meeting in October 2014, funds were approved to purchase cafeteria tables for the four elementary schools. The \$90,000 appropriation has a balance of \$41,815.85 and this article is asking the Town for approval to use those remaining funds to purchase furniture for all Schools.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 7 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 8

This Article has a Scrivener's error in the Executive Summary. Funds are not being utilized from a surplus in the Assessors Overlay Reserve - instead, funds are being transferred from Certified Free Cash in the amount of \$10,000.

This article will add funds to the Senior Tax Relief Program/Veterans Tax Relief Program that allows eligible Senior Citizens /Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill. Currently the Town has \$25,000 for the program but has more applicants and work than the original appropriation can support. \$10,000 will allow additional Seniors and Veterans to take advantage of the program's benefits while at the same time provide needed work for Town and School offices.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 8 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 9

This Article has a Scrivener's error in the Executive Summary. The unfunded liability of \$166 million should be \$161 million.

Funds in this article will be transferred from Certified Free Cash into the Other Post-Employment Benefit Account to fund the Town's outstanding unfunded liability of \$161 million. The current amount in the OPEB fund is \$740,423.73. The vote is to see if the Town will vote to transfer from the certified General Fund Free Cash the sum of \$350,000 to the Other Post Employment Benefit (OPEB) Account; or take any action relative thereto. The \$350,000 will be taken from certified free cash.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Gay made the motion to recommend for adoption Article 9 as presented; seconded by Mr. Wentworth, and the motion carried 5 to 0.

Article 10

This article transfers the remaining Certified Free Cash to the Stabilization Fund to be used for future emergencies or one-time purchases or projects.

Stabilization Fund:

Stabilization Fund Balance:	\$1,727,367
Proposed to be transferred in:	<u>\$1,637,157</u>
Total Stabilization Fund:	\$3,364,524

MOTION: Mr. Kratman made the motion to recommend for adoption Article 10 as presented; seconded by Mr. Panilaitis, and the motion carried 5 to 0.

Article 11

The Tewksbury School Department and the CPC request approval of CPA funds to rehabilitate Strong Field, the High School baseball field, including replacing the fencing and back stop, improving the infield clay, grass and pitching mound, replacing the bleachers with ADA accessible seating and modifying the outfield for use by other sports programs, such as field hockey and lacrosse. The current condition of the site is unsafe and prohibits full use of the facility due to its condition. The proposed fencing will be the black vinyl-coated type similar to those in the other areas of the High School Complex.

Community Preservation Act Fund Summary

Community Preservation Act

CPA Undesignated Fund Balance:	\$755,059
CPA Open Reserve/Recreation Balance:	\$185,707
CPA Historic Reserve Balance:	\$407,100
CPA Housing Reserve Balance:	\$182,947

Transfer CPA Undesignated Fund Balance

Article 11	(\$202,125)
Article 12	<u>(\$100,000)</u>
Remaining Balance:	\$452,934

Transfer CPA Open Space Reserve

Article 12	<u>(\$100,000)</u>
Remaining Balance:	\$85,707

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Panilaitis made the motion to recommend for adoption Article 11 as presented; seconded by Mr. Gay, and the motion carried 5 to 0.

Article 12

The Town Manager as the Parks Director and the CPC request approval of CPA funds to rehabilitate the Livingston Street Recreation Area by replacing fencing on the following athletic fields; Obdens, Antonelli, Memorial, Earnest, Millett and the Lacrosse Field, under the direction of the Town Manager, DPW and Town staff. These athletic fields serve several male and female town leagues and school teams. The current condition of the fences and backstops are in an unsafe condition. The proposed fencing will be the black vinyl-coated type similar to those at the existing tennis, basketball and Funway Park areas at Livingston Street.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 12 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 13

Effectively authorize the article authorizes the Town to borrow \$5,000,000 for the cost of construction and engineering for the closure and remediation of the Sutton Brook Landfill, in accordance with the agreement signed in 2009 with the potentially responsible parties, which requires the Town to authorize this amount.

During this past summer the group has been discussion solar energy at Sutton Brook. Not specifically going to borrow but agreement state the money needs to be available. The Town manager does not intend to spend but will need to honor obligation and will conduct further research. A borrowing will take place at the end of October or early November for the water treatment plant. If the timing makes sense, this borrowing will take place as well.

Mr. Montuori also noted the project has hit a milestone as the last few truck loads will be coming out this week.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Panilaitis made the motion to recommend for adoption Article 13 as presented; seconded by Mr. Wentworth, and the motion carried 5 to 0.

Article 14

To see if the Town will vote to amend the Personnel By-Law, Section III (e) wage schedule by amending Addendum D as follows:

- Outreach Worker: Delete \$10.69 and add Minimum \$14.00 – Maximum \$17.00
- Activities Coordinator: Delete \$13.64 and add Minimum \$13.00 – Maximum \$16.00
- Add Nutrition Aide Minimum \$11.00 – Maximum \$15.00

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Gay made the motion to recommend for adoption Article 14 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 15

The Article seeks Town approval to petition the State Legislature to amend the Town Charter and remove the requirement for the Town Manager to live within a 10-mile radius of the Town.

The Special Act Charter states the Town Manager need not be a resident but shall become a resident or live within a 10-mile radius of the town. This in no way effects the relationship with the current town manager. This is for future planning purposes. The Superintendent of Schools does not have any mileage restrictions and the Selectmen feel this should be the same for the Town Manager. This change in the Special Act Charter would also need to be approved by the General Court. The Selectmen agree the time is now to address this change before there is a need.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 15 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 16

This article provides for an exemption of up to \$1,500,000 in value for eligible non-profit veterans organizations as it relates to their real estate property taxes. There are currently two organizations in town which this article will affect.

The Finance Committee recommended adoption of this article with a unanimous vote.

MOTION: Mr. Wentworth made the motion to recommend for adoption Article 16 as presented; seconded by Mr. Gay, and the motion carried 5 to 0.

Article 17

The purpose of this article is to more specifically place the above mentioned parcel under control of the Tewksbury Conservation Commission and have this parcel protected in perpetuity under Article 97. At Town Meeting in 2004, Town residents voted to put a conservation restriction on this parcel due to the findings of a Wildlife Habitat Study that found two vernal pools on the property.

This information was brought forward by Kyle Boyd, Town Engineer. The parcel is located at 40 Bonnie Lane in the rear of parcel.

The Finance Committee voted to defer to Conservation Commission for approval. The Town Manager was not sure Conservation Commission will meet to approve before town meeting.

MOTION: Mr. Panilaitis made the motion to recommend for adoption Article 17 as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 18

This article amends the recently approved Westside Neighborhood Business District (approved in May) by allowing commercial and industrial uses to the larger commercial/ industrial parcels that are on the east side of Woburn Street abutting the Town of Billerica and immediate abutters to those parcels.

There is a Scrivener's Error in the paragraph Y(1) "permitted use" should be "permitted as of right"

The Finance Committee voted to defer to the Planning Board for approval.

MOTION: Mr. Gay made the motion to defer the endorsement of Article 18 to the Planning Board; seconded by Mr. Kratman, and the motion carried 5 to 0.

Article 19

The purpose of this article is to accept Crystal Circle as a public way (Town Street).

The Selectmen approved to accept the laying out of this public way. The plans were filed with the Town Clerk's Office. All punch list items have been completed except for a patch to grind and properly fill/pave. The petitioner will have this finished by town meeting. The Town Manager recommended the Selectmen postpone their vote until the work is complete. He is confident the work will be completed by Town Meeting.

MOTION: Mr. Wentworth made the motion to defer the Selectmen vote on Article 19 to Tuesday, October 6 at 6:40 p.m.; seconded by Mr. Gay, and the motion carried 5 to 0.

Special Town Meeting will take place at 7:00 p.m. on October 6th and will be held at Tewksbury Memorial High School. The Selectmen will meet at 6:40 p.m. as there is no other business to discuss other than Article 19.

TJ Callahan's

Ms. Dawn Callahan of CaraRyan Corp d/b/a TJ Callahan's is requesting permission to have entertainment on October 3, 2015 from 1 to 4 p.m. to hold a benefit function for a corrections officer's memorial fund. The license has the ability to request one event during the year. There have been no complaints by residents in the area and the license is in good standing according to the knowledge of the Selectmen at the time of this meeting.

MOTION: Mr. Gay made the motion to approve the entertainment license for TJ Callahan's on October 3, 2015 from 1:00 p.m. to 4:00 p.m.; seconded by Mr. Kratman and the motion carried 5-0.

Tewksbury VFW Post 6184

Commander William Paquette for the Tewksbury VFW Post 6184 is requesting permission to distribute Buddy Poppies at Tewksbury businesses during November 5, 6 and 7, 2015. This is an annual fundraising drive.

MOTION: Mr. Wentworth proudly approved the request for the Tewksbury VFW to distribute Buddy Poppies in town on November 5, 6 and 7, 2015; seconded by Mr. Gay and the motion carried 5-0.

Wamesit Entertainment Amusement Device

Mr. Donald MacLaren for Wamesit Entertainment Center, Inc. is requesting an Entertainment Amusement Device License for 56 arcade games. A list of games is attached and identified in the floor plan. Police Chief Sheehan has no problem with any games as presented.

MOTION: Mr. Wentworth made the motion to approve the request for Wamesit Entertainment Center, Inc. for an Entertainment Amusement Device License as presented; seconded by Mr. Kratman and the motion carried 5-0.

Town Manager

Town Counsel Invoices

MOTION: Mr. Gay made the motion to approve the Town Counsel Invoices from Feeley & Brown, P.C. in the amounts of \$2,125 from July 1 to July 15, 2015 and \$2,635 from July 16 to July 31, 2015 on the recommendation of the Town Manager; seconded by Mr. Panilaitis and the motion carried 5-0.

Economic Development Committee

The recent dissolve of the Economic Development Process Review Committee has provided the Economic Development Committee with a new mission statement and has increased the members to 9 members. All members have been appointed. These changes have removed redundancy for of the former two committees.

MOTION: Mr. Panilaitis made the motion to formally adopt the mission statement for the Economic Development Committee as presented; seconded by Mr. Kratman, and the motion carried 5 to 0.

Outstanding Minutes:

MOTION: Mr. Kratman made the motion to approve the minutes of August 18, 2015 (regular session); August 26, 2015 (regular session); September 15, 2015 (regular session); September 23, 2015 (regular session) seconded by Mr. Wentworth, and the motion carried 5 to 0.

Board Member Reports

Mark Kratman

- Beautification Committee is holding its Annual Fall Cleanup and there is still time to sign up; please visit the town website to participate
- Thanked all on the 9/11 Committee for their tribute on September 11th and a big thank you to all 200 residents who came out to participate

David Gay

- The Tewksbury Public Events and Celebrations Committee is working on a Christmas event and would like to hold it back at the original Town Hall location; some of the activities will be paired down to accommodate space, and the committee will work with the Congregational Church to keep the tradition of the Annual Pie Social on the same day

Bruce Panilaitis

- Economic Development Committee will have its first meeting on October 8th at 7:30 p.m.
- Town Center Master Plan Committee held its public visioning session which had 70 to 80 people in attendance; the Cecil Group is reviewing the information residents discussed and will review with committee on October 22nd; another public meeting will be held on November 12th
- Excellent turn out for Zero Waste Day; a joint project with the town and the Congregational Church as well as the Tewksbury Recycling Committee
- Mr. Panilaitis will attend the NMCOG pipeline coalition meeting to be held on October 19 at 10 a.m. at Tewksbury Public Library; Kinder Morgan will be filing an application with FERC. Mr. Panilaitis recommended the Selectmen consider taking official action to become an intervener. He will discuss this at the next meeting

James Wentworth

- Tewksbury Girls Basketball League adopted the island across from the Senior Center; the Tewksbury Girls Travel Teams did the work; residents are really noticing efforts to clean up the town!

Todd Johnson

- Requested an update on how Route 38 is progressing. Mr. Montuori noted the work is progressing very well; the project is on time and the plan is to continue work through Thanksgiving
- Met on site with Massachusetts DOT at Wamesit Park; installation of some curbing is possible and maybe some sidewalks
- Right now no issues with any development projects along Route 38; the Selectmen will continue to monitor

The Town Manager noted Police Chief Sheehan sent a notification for a flood watch warning for tomorrow due to 2 to 4 inches of rain expected to fall.

Special Town Meeting will be held at Tewksbury Memorial High School on October 6th at 7:00 p.m.
The Selectmen will meet at 6:40 p.m. prior to town meeting.

The next regular scheduled Selectmen's meeting will be held on October 27, 2015 at 7:00 p.m.

Adjournment

MOTION: Mr. Gay made the motion to adjourn at 8:55 p.m.; Mr. Panilaitis seconded, and the motion carried 5 to 0.

Approved by the Board of Selectmen on October 27, 2015